

**SCHOOL BUS REPLACEMENT PROGRAM  
INSTRUCTIONS/CHECKLIST  
FISCAL YEAR 2004-05**

A standard application form will be used for all applications. The form used is from the SDE-100 series adopted for use by the California Department of Education to simplify the application process from local educational agencies. The blank on this checklist before each application item is provided for convenience in assuring the application form is complete before filing.

**APPLICATION DUE DATE: SEPTEMBER 30, 2003  
(No Applications Accepted after October 31, 2003)  
APPLY FOR ONLY ONE PRE-1977 BUS**

**FIRST PAGE OF THE APPLICATION**

- \_\_\_\_\_ County code - From the California Public School Directory (2 digits).
- \_\_\_\_\_ District code - From the California Public School Directory (5 digits).
- \_\_\_\_\_ Date application completed.
- \_\_\_\_\_ Date of approval by local board (or the word "delegated" if the governing board has so authorized).
- \_\_\_\_\_ Applicant - Name of school district or county office of education.
- \_\_\_\_\_ Legal status - District, county office, or joint powers agency.
- \_\_\_\_\_ Address - City, county, zip code.
- \_\_\_\_\_ Contact person - Title, telephone including area code.
- \_\_\_\_\_ Certification - Specific conditions are contained in the program informationl. General assurances are related to a variety of state programs.
- \_\_\_\_\_ Signature should be that of the school district or county superintendent. Signatures of other officials are acceptable if authorized to sign on behalf of the agency.
- \_\_\_\_\_ Assurances - On the reverse of the first page. Note especially the statement at the top of the page.

**DATA INFORMATION - SDE-102-A**

- \_\_\_\_\_ County code - Enter 2 digit code in the box provided.
- \_\_\_\_\_ Agency - Enter name of applicant (district or county office).

## DATA INFORMATION - SDE-102-A (Continued)

\_\_\_\_\_ Application for replacement or reconditioning - Check only one box in this group.

Replacement - Replacement applications will be accepted for replacement on age or replacement on vehicle condition. Note documentation required for the box checked.

Reconditioning - Review the program information for additional information on making this choice. Note that reconditioning applications must include installation of Federal Motor Vehicle Safety Standard (FMVSS) 222 seating. Consultation with the California Highway Patrol (CHP) is advised. Funds have not been available for reconditioning for several years, as first priority is given to replacement.

### Bus Data Columns

\_\_\_\_\_ Local bus number - This is typically the locally assigned equipment number painted on the vehicle and referenced in the CHP Form 292, Inspection Approval Certificate.

\_\_\_\_\_ Month/Day/Year of manufacture - Information should match the manufacturer's plate attached to the bus, to be found typically inside the bus at the front. Check the box if the date is not on the plate.

\_\_\_\_\_ Make - For example: Crown, Ford/Superior, Chevrolet/Thomas, Gillig, etc.

\_\_\_\_\_ Type 1(regular and larger sizes) or 2 (small bus - 20 passenger maximum).

\_\_\_\_\_ Model - Specify transit, conventional, or van. Do not give a model number such as C180-13.

\_\_\_\_\_ Seating capacity - Seating capacity in current configuration. If modified (wheelchair buses, seats removed for other reasons), explain at the bottom of the form including the seating capacity of the bus in an unmodified condition.

\_\_\_\_\_ Gross Vehicle Weight Rating (GVWR) - Locate the manufacturer's rating on the plate, typically inside the bus at the front. Do not report unladen weight that is often on the dealer's plate.

\_\_\_\_\_ Vehicle identification number (VIN) - The number is also on the manufacturer's plate in the bus at the front. Do not use the license plate number. Must match CHP Form 292.

\_\_\_\_\_ Cumulative mileage on the chassis - From agency records (may not match odometer).

\_\_\_\_\_ Date last certified by the CHP - Date must match the date on the CHP Form 292 copy that must be enclosed with the application.

\_\_\_\_\_ Date, if removed from service - Leave blank if currently in service. Supply the date if removed from service, either by agency decision or order of the CHP. If more than 12 months have elapsed since removal from service, explain at bottom of the form.

\_\_\_\_\_ Type of purchase - Specify either "new" or "used" as indicated on agency records (see Report of School Buses).

DATA INFORMATION - SDE-102-A (Continued)

- \_\_\_\_\_ Date of purchase - From agency records (see latest Report of School Buses).
- \_\_\_\_\_ Purchase price - If purchased "used" after 7/1/83, any possible grant will be limited to the purchase price paid for the used vehicle. Include proof of purchase price and name of seller if purchased "used" after 7/1/83 and not listed on the Report of School Buses.
- \_\_\_\_\_ Recent use - Specify either "daily" or "standby."
- \_\_\_\_\_ Miles driven during 2002-03 school year - From agency records.
- \_\_\_\_\_ Students transported - Specify either "regular day" or "special education" in the space provided. In determining special education versus regular day student bus use, apply the principle of the predominant use (more than 50 percent of the miles driven or students transported. The bus should be coded "S" on the Report of School Buses. Do not enter the number of pupils transported.

ATTACHMENTS REQUIRED

- \_\_\_\_\_ All applications must include CHP Form 292, Inspection Approval Certificate for the specific bus in the application. Do not send the original as it must remain in the bus.
- \_\_\_\_\_ Applications based on condition must also include CHP Form 343A, Vehicle/Equipment Inspection report for the specific bus in the application. Not enclosing this item is the most common error or omission in applications, so please check carefully and supply a legible copy. Do not send the original. The LEA is required by CHP regulations to keep the original on file.
- \_\_\_\_\_ Repair estimates are required for reconditioning applications and replacement applications based on bus condition. They are not required for replacement applications based on age or replacement of special education buses. Repair estimates must include the cost of installation of "high back" (FMVSS 222) seats.
- \_\_\_\_\_ Other special documentation such as photographs should be included when applying based on condition. See the program information to determine if any further documentation is necessary.

**NOTE: RETAIN THIS CHECKLIST WITH YOUR OWN RECORDS.  
DO NOT RETURN WITH YOUR APPLICATION.**